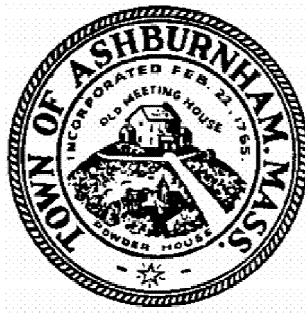


Board of Selectmen
Extension 109
Town Administrator
Extension 109
Town Accountant
Extension 120
Town Clerk
Extension 114
Tax Collector
Extension 113
Treasurer
Extension 112 or 110
Board of Assessors
Extension 111
Land Use Office
Extension 117
Planning Board
Extension 121
Conservation Commission
Extension 115



TOWN OF ASHBURNHAM

Town Hall, 32 Main Street
Ashburnham, Massachusetts 01430

OFFICE OF THE TOWN ADMINISTRATOR

Animal Control
Board of Health
Building Commission
Conservation Commission
Council on Aging
Cultural Council
Electrical Inspector
Gas & Plumbing Inspector
Historical Commission
Municipal Planning
Parks & Recreation
Planning Board
Zoning Board of Appeals

PHONE: (978)-827-4100

FAX: (978) 827-4105

TOWN ADMINISTRATOR'S REPORT June 20, 2011

• TOWN COMMITTEES

Currently there are openings on the Conservation Commission (2), Council on Aging (2), Historical Commission, (1), Capital Planning Committee (at-large member) (1), Parks and Recreation Committee (3). These are all listed on the Town's website under Volunteer Opportunities.

• WATER TANK

Schedule is on track, met with Tighe & Bond to review the financial schedule and to update costs. All contracts have been delivered.

High Street

Start of Construction
On line

Started
September 30th

Gardner Hill

Design
Bid
Repairs Complete

May 1st- 2012
June 1st
November 30th

• TOWN ACCOUNTANT

Donna Couture is our new town accountant and will start on July 1, 2011. Nancy Haines will be interim accountant for the month of June and assist in the transition.

• REGIONALIZATION

On June 15, 2011, I met with the Ashby Board of Selectmen (Peter McMurray, Dan Meunier and Joseph Casey) to discuss the regionalization opportunities for our towns. It was determined that the best approach would be to have a 3 month trial starting this

summer. The Board would like to see a focus on establishing time commitment of town administrator position and to develop a scope of regionalization opportunities. Chairman McMurray will be contacting, prior to the final vote, Chairman Vitone to establish start date and financial arrangements.

- **AWRSD SUPERINTENDENT**

Bill Johnson, Ed Vitone, and I met at the Public Safety Building on June 15th to introduce ourselves to Ralph Hicks the new Superintendent of Schools. Hopefully, our discussion will lead to a productive budget process for all.

- **PLAYGROUND**

Due to all the requests about town playgrounds I will be looking for volunteers to serve on the Parks and Recreation Committee so that a comprehensive improvement plan can be established for all town parks and playgrounds.

- **WATER TREATMENT**

A walk-through for the interested five bidders was held on June 15th. Five companies showed interest in the project. Due to a 30-day question and answer period our bid date changed to July 6th at 1pm.

- **CDBG GRANT**

Kevin Flynn from MRPC reported that DHCD has made review and recommendations and now is in the hands of the Secretary/Governor. The announcement should be made in July. I have contacted Senator Brewer's office for expedition. A meeting for the FY12 program is scheduled for the 29th of June.

- **COA RELOCATION**

COA has started to identify areas in the town hall that will serve as the temporary "home" for the COA during the upcoming winter and hopefully renovation period. Partitions will be used from when town hall was at Oakmont.

- **ASSESSORS**

I met with Harald Sheid, Linda Couture, and Donna Burton from our assessing department to discuss GIS mapping. Tim Fountain from Cartographics Associates Inc. reviewed the program that is funded through the 911 emergency systems. The process would be to convert our data to a digital format at no cost to Ashburnham. This project is limited and will require additional funding for the insertion of text. Ultimately it will be used in parallel with all our other systems such as IMC and DPW.

- **PILOT**

The Board of Selectmen, Light Commissioners, and I met on June 15th. Our goal was to establish a quantitative methodology for PILOT payments, in lieu of estimated “administrative costs”. It was determined that the PILOT payment will be based on the prior fiscal year energy billing.